



Tribal Employment Rights Office
16429 Beartown Road
Baraga, MI 49908
(906)353-4167 Phone
(906)353-8068 Fax

JOB SKILLS BANK APPLICATION

The information provided on the JOB SKILLS BANK APPLICATION will assist the Tribal Employment Rights Office in matching **qualified**, enrolled Native Americans with placement in their desired work or training. It is important the application be complete and legible. A copy of your **Tribal Enrollment Verification** must be included. Please give a primary and a message telephone number to contact you.

Tribal Affiliation: _____ Enrollment #: _____

Name: _____ Sex: ____ Male ____ Female
Last First MI (Jr. /Sr.)

Mailing Address: _____
City State Zip

County of Residence: _____ Date of Birth: ____/____/____

Primary Telephone #: (____) _____ Message Telephone #: (____) _____

E-mail Address: _____

Do you have a valid driver's license? ____ Yes ____ No CDL? ____ Yes ____ No

Do you have reliable transportation? ____ Yes ____ No

EDUCATION/TRAINING:

High School Diploma ____ Yes ____ No GED ____ Yes ____ No

College/Vocational Tech: _____

Certificate or Degree Attained: _____

WORK EXPERIENCE:

List the type of work you are **qualified** for: (This is work that you have been trained in, certified in, went to school or classes to learn or **have more than 1 year of experience** performing):

List the jobs you have had, beginning with your most recent employer.

1. Company: _____ Job Title: _____
Start Date: _____ Date Left: _____ Rate of Pay: \$ _____
Reason for Leaving: _____
Describe job duties (list tasks performed, tools used, and machines operated): _____

2. Company: _____ Job Title: _____
Start Date: _____ Date Left: _____ Rate of Pay: \$ _____
Reason for Leaving: _____
Describe job duties (list tasks performed, tools used, and machines operated): _____

3. Company: _____ Job Title: _____
Start Date: _____ Date Left: _____ Rate of Pay: \$ _____
Reason for Leaving: _____
Describe job duties (list tasks performed, tools used, and machines operated): _____

OTHER SKILLS:

List other skills you have: i.e., C.N.A., MS computer, CPR, etc: _____



PLEASE READ THIS CAREFULLY BEFORE SIGNING:

The Keweenaw Bay Indian Community Tribal Employment Rights Office is **NOT** responsible for submitting your application for positions advertised through the KBIC Tribal Government. If you are interested in applying for any posted position in the KBIC Tribal Government, please contact Human Resources.

Your name will only be used for TERO purposes such as referrals or advertised TERO training. (i.e., your name, and phone number will be referred out to employers, contractors, tribal entities and/or departments of the Mille Lacs Band of Ojibwe for temporary positions).

Your application will be entered into the TERO job skills database based upon the information listed on your employment history and/or other experiences, skills, volunteer work or other qualifications you listed on your application. TERO's receipt of your application does not guarantee that you will be employed.

It is YOUR responsibility to inform the Tribal Employment Rights Office of any changes to your contact information, especially phone numbers and addresses in a timely manner.

I certify that all statements made by me on this application are true, complete, and correct to the best of my knowledge. I hereby grant the Tribal Employment Rights Office (TERO) and its staff to confirm by personal inquiry or otherwise, the information I have given on this application. I understand that any willful misrepresentation of facts given in this process is grounds for rejection of this application or dismissal if employed. I release all persons arising out of furnishing the information.

I hereby acknowledge that I have read and understand the above statement.

Signature

Date

*****FOR OFFICE USE ONLY*****

Date Received: _____

Date Entered into system/filed: _____